
Part A

Chapter 1

Introduction to the Local Update of Census Addresses (LUCA) Program for Areas With House Number and Street Name Mail Delivery

- **What is the LUCA Program?**
- **Training and Support**
- **How to Participate**
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- **Address List Review Schedule**

Chapter 1

Summary

- **What is the LUCA Program?**
An opportunity for local and tribal government officials to compare address information they maintain to the Census Bureau's address list and to make additions, corrections, or deletions to the Census address list.
- **Training and Support**
The Census Bureau will offer training workshops and instructions to aid you in your participation. You also can call your Regional Census Center (RCC) for assistance. (See Appendix A for a list of the RCCs.)
- **How to Participate**
The Address List Review opportunity for 1998 is available to all local and tribal governments that have areas with house number and street name mail delivery. Complete and mail in the Participation Registration form.
- **Requirements for Participation**
All participants must read and **sign** the Confidentiality Agreement before receiving the Address List Review materials.
- **Participant Responsibilities**
Sign the Confidentiality Agreement; review the Census address list and maps; annotate them as required; mail back all annotated maps and Census address list pages; help the Census Bureau understand any "unusual" situations; review the feedback maps and listings; work with the Census Bureau to reconcile any address discrepancies; if necessary, appeal any disputed addresses.
- **Census Bureau Responsibilities**
Provide training; provide necessary Address List Review materials; process updates submitted by participants; provide feedback materials to participants and work with them to resolve address discrepancies; process Reconciliation updates; produce Final Determination materials; provide for a formal appeal of disputed addresses.
- **Materials Required for the Address List Review**
Census Bureau materials, such as the Census address list, Census Bureau maps, Add Pages, and so forth. Local and tribal address information that is current; lead pencils and red colored pencils used for annotating the Census address lists and Census Bureau maps.
- **Approaches for Updating the Census Bureau Maps and Address List**
Review all or part of the Census address list, depending on your time and resources.

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- **Acceptable Addresses**
Addresses for housing units and other residential facilities that are habitable.
 - **Local and Tribal Source Materials**
Current and comprehensive records of housing units and their addresses.
 - **General Flow of the Address List Review**
Major activities.
 - **Address List Review Schedule**
Summary of Census Bureau and participant activities from now through January 2000.

What is the LUCA Program?

Census 2000 preparations are underway. One of the fundamental strategies for success is building partnerships at every stage of the process: partnerships with state, local, and tribal governments, as well as partnerships with other organizations and individuals interested in the success of the census. The Census Bureau needs the knowledge of governmental partners, and governments that participate will benefit from a more accurate census for their community.

In preparation for Census 2000, the Census Bureau is providing an Address List Review opportunity. The LUCA program is an integral part of the preparatory activities for Census 2000 and is designed to allow the Census Bureau's address list and related maps to benefit from the expertise of each local and tribal government. In this way, the Census Bureau hopes to improve the accuracy and completeness of the Census address list before it uses the list to take Census 2000. **You know your area better than the Census Bureau ever can, and we need your help in checking the Census address list and related maps for completeness and accuracy.** Your participation in the Address List Review is voluntary, however, we encourage your partnership with us in improving the census.

The Census Address List Improvement Act of 1994 (Public Law 103-430) recognized that a complete and accurate address list and related maps are the foundation for a complete and accurate census. It also directed the Census Bureau to form partnerships with local and tribal governments to improve the address list for Census 2000. This Address List Review opportunity, also referred to as the Local Update of Census Addresses or "LUCA" program, is the first time local and tribal governments have been allowed to help develop the list of individual residential addresses for a decennial census.

The Address List Review is conducted under the authority of Title 13 of the United States Code (U.S.C.), Section 9. Title 13 authorizes the Census Bureau to take censuses and surveys. The Address List Review opportunity represents a key step in the Census Bureau's efforts to develop a complete and accurate address list as part of its commitment to deliver a questionnaire to every housing unit in the United States and controlling the census.

The Census Bureau has invited the highest-elected official or designated tribal official to participate in the Address List Review. The basic idea is for the Address List Review participant to review the addresses on the Census address list and check it against local and tribal address information. If they find something wrong, they are to annotate the Census address list and related

Census Bureau maps, as appropriate, so the corrections can be made **before** the Census Bureau uses these materials for Census 2000.

The Address List Review opportunity replaces and improves upon the precensus phase of the 1990 census local review program. The 1990 census program allowed a mere 15 days for local and tribal officials to review the number of addresses in each census block. The passage of Public Law 103-430 permits much more flexibility in preparing for Census 2000. The Address List Review approach for Census 2000 provides three months for participants to review the address list and related maps.

This Address List Review opportunity also occurs at the point in Census 2000 preparatory operations when local and tribal corrections are most valuable for taking the census. For this reason, the plan for Census 2000 eliminates the postcensus local review phase of the 1990 census program.

The Census Bureau will provide the materials that each local and tribal government will need to participate in the Address List Review. Each jurisdiction will receive either a paper listing or a computer-readable file containing census addresses. The instructions for their review are contained in this guide. The Bureau also will provide one set of Census Bureau maps for each participating government. These materials will be provided only after every participant agrees to maintain the confidentiality of this information.

Training and Support

Training

Training workshops conducted by Census Bureau staff are planned to provide you with "hands-on" experience in using the Census address list, Census Bureau maps, the summary listings provided, and Add Pages. The Census Bureau will get in touch with you regarding the time and place for the workshop(s) near you.

Support

Please call your RCC (see Appendix A for a list of all RCCs) if you have any questions regarding the Address List Review.

Technical questions regarding the TIGER/Line files may be directed to the Products and Services Staff of Geography Division at (301) 457-1128.

How to Participate

The Address List Review is available to all local and tribal governments that wish to participate. The 1998 phase of the program is available only for governments that have predominately house number and street name mail delivery. The 1999 phase of the program will deal with other types of addresses. The Census Bureau mailed an Address List Review Invitation Letter and the Address List Review Participation Registration form to the highest elected official of each local and tribal government. If your jurisdiction wishes to participate in Address List Review, complete and mail in the Participation Registration form. The Census Bureau will then contact you regarding preparing for the Address List Review.

Requirements for Participation

All Address List Review participants must read and sign the Confidentiality Agreement before receiving the Address List Review materials from the Census Bureau. The Census address list contains addresses that are considered confidential. These addresses are not to be discussed with or shown to anyone who has not signed the Confidentiality Agreement. These addresses also are not to be duplicated in any fashion, and cannot be used for anything other than the Address List Review. Chapter 2 discusses Confidentiality and Security Guidelines.

Participant Responsibilities

Address List Review participants must have good local and tribal address source materials to use in checking the Census address list. The local and tribal source materials should be current, and be as comprehensive as possible. The highest elected official of each jurisdiction, or his/her designee, has primary responsibility to review the Census address list. These responsibilities include:

- Select staff to perform the Address List Review.
- Ensure that all Address List Review participants understand and sign the Confidentiality Agreement.
- Prepare or assemble your local and tribal address information and maps.
- Prepare your strategy for the Address List Review process.

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- Ensure that Address List Review participants understand the Census Address List Review procedures and Census Bureau terminology; a glossary explaining Census Bureau terms is located at the end of this technical guide.
 - Ensure that all required materials needed for the Address List Review are received from the Census Bureau.
 - Mail back all annotated Census address list pages, Add Pages, and maps and dispose of the remainder of the listing pages and maps following proper procedures.
 - If you wish, review the feedback listings and maps to check for any residual address corrections.
 - If necessary, resolve address discrepancies with the RCC during the feedback and reconciliation phase.
 - Pursue an appeal of disputed addresses during the Appeal Process.

Census Bureau Responsibilities

- Provide training for Address List Review participants.
- Provide necessary Address List Review materials, including:
 - Confidentiality Agreement
 - *LUCA Technical Guide*
 - Census address list
 - Add Pages

- Census Bureau maps
 - Block Summary Listings
 - Map Sheet-Block Number Relationship Listing
 - TIGER/Line file (if requested)
 - Posters
- Process the updates submitted by Address List Review participants.
 - Provide an initial summary of processing results to participants.
 - Conduct 100 percent field check in all house number and street name mail delivery areas to validate the content of the Census address list based on what exists on the ground.
 - Produce and deliver feedback materials to Address List Review participants.

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- Work with Address List Review participants to resolve address discrepancies, if any, during the Reconciliation Phase.
 - Process any Reconciliation updates.
 - Produce Final Determination Census address list and maps.
 - Provide for a formal appeal of disputed addresses by an independent Federal agency (outside the Census Bureau and the Department of Commerce).

Materials Required for the Address List Review

Before you begin the Address List Review, you will need the following materials:

- Census address list-provided by the Census Bureau (paper or computer-readable formats).
- Add Pages-provided by the Census Bureau (paper format only).
- Census Bureau maps-provided by the Census Bureau.
- TIGER/Line file (Address List Review Version) for those jurisdictions requesting this file-provided by the Census Bureau.
- *LUCA Technical Guide*-provided by the Census Bureau.
- Local or tribal address information (address lists, building permits, maps, etc.)– provided by participants.
- Lead pencil for annotating the Census address list and Add Pages-provided by participants.
- Red lead pencil for annotating Census Bureau maps-provided by participants.

Approaches for Updating the Census Address List and Related Census Bureau Maps

Each participating government must decide for itself how to conduct the Address List Review. Consider your available time, the information you have readily available, and the staff or computer resources you have. All levels of government are faced with limited resources, including the Census Bureau. Given the important role of the address list in Census 2000, the Census Bureau is devoting substantial resources toward developing a complete and accurate Census address list nationwide. For this reason, the Census Bureau is not suggesting that every participating government needs to review every individual address on their portion of the list. Rather, the Census Bureau recommends a more productive approach, focusing on areas where addresses are more likely to be missed in a national compilation effort.

Local and tribal governments are in the best position to identify areas with potentially missing or incorrect addresses. For example:

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- Has there been recent new construction activity in your community?
 - Are there areas that have changed from single-family homes to multi-family homes and vice versa?
 - What about warehouses that have been converted to residential lofts?
 - Are there new mobile home parks or even new scattered mobile homes?
 - Do you have apartment buildings with irregular or missing numbering schemes for the individual units?
 - Are there blocks where you believe the Census Bureau missed housing units in 1990?
 - Has your community recently added new territory, and thus new addresses?

Focusing your attention on these types of situations will provide the greatest benefit to your community and the most productive use of your limited staff resources.

Acceptable Addresses

The local and tribal address records should include only addresses for housing units and other residential facilities that are **habitable**. The definition of a housing unit is:

A house, mobile home, apartment, trailer, a group of rooms, or a single room occupied as a separate living quarters, or if vacant, intended for occupancy as a separate living quarters. Separate living quarters are those in which the occupants live separately from any other person in the building and which have direct access from outside the building or through a common hall.

The following types of addresses are **acceptable** and should be included on the Census address list:

- Houses
- Apartments
- Living quarters above or adjacent to a commercial address.
- Mobile homes or trailers occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters.
- Any housing unit or other residential facility under construction (hole dug, foundation laid, etc) that will be habitable by 2000.

Unacceptable Addresses

The following types of addresses/residential units are not acceptable and should be **excluded** from the address list:

- Vacant housing units that are condemned or scheduled for demolition.
- Vacant housing units under construction that will not have final floors, windows, and/or exterior doors by April 1, 2000. This also applies to vacant structures being converted to housing units.
- Vacant buildings or housing units being converted or remodeled for nonresidential purposes.
- Housing units being used solely for nonresidential storage.
- Housing units being used solely as offices or businesses in which no one is living.
- Vacant units being used solely for ceremonial purposes.

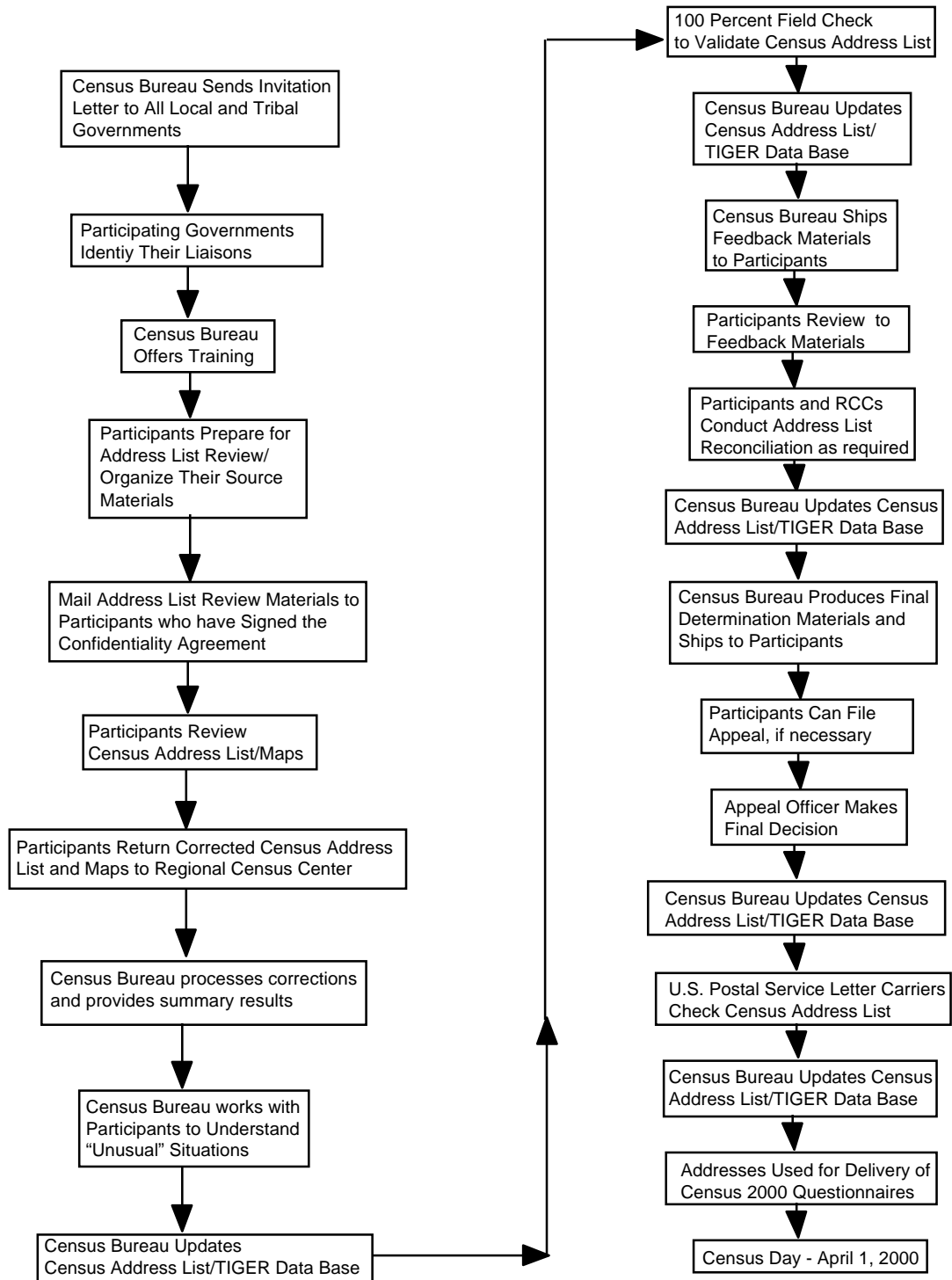
Local and Tribal Source Materials

Each participating jurisdiction likely will have different information sources. In addition, there may be a list of addresses for your jurisdiction maintained by another level of government that might be useful. (A jurisdiction can arrange for another entity to assist it in reviewing the address list.) The following table provides suggestions showing the types of sources that might be useful.

Review focus	Local/Tribal list
New housing	New housing construction or building permits Housing inspection records Housing occupancy permits Planning or zoning records Tribal motor vehicle records Tribal school enrollment records Local/tribal utility hook-up records
Conversions of single-family housing to multi-family use	Housing inspection records Local/tribal utility hook-up records Zoning change records
Warehouse conversions	Housing inspection records Local/tribal utility hook-up records Zoning change records
Mobile home parks	Tribal school enrollment records Local/tribal utility hook-up records Zoning/planning records
Apartment buildings	Drivers license files Housing inspection records Local/tribal utility hook-up records
Additions to territory	Annexation records Assessment or taxation files Utility company records Local/tribal school enrollment files
All housing	Assessment or taxation files Driver's license files E-911 files Local/tribal utility company records

Local/tribal school enrollment files
Tribal motor vehicle records
Voter registration files

General Flow of the Address List Review



05/19/98

Address List Review Schedule -- Areas with House Number and Street Name Mail Delivery

<u>Census Bureau Activities</u> <u>Activities</u>	<u>Date</u>	<u>Local and Tribal</u>
Contact highest elected local and Review tribal government official	Feb. 1998	Appoint Address List liaison
Conduct training workshops	May-Aug. 1998	Attend Address List Review workshop
Mail Address List Review materials to only those participants who have signed the Confidentiality Agreement	Spring-Summer 1998	Receive Address List Review materials
Answer local and tribal questions	May-Nov. 1998	Review Census address list and related maps
Deadline to receive updated Census address list and maps from participants	Three months after receipt from Census Bureau	Submit annotated Census address list and maps to RCC
Process changes, provide summary of processing results, and resolve questions about "unusual" situations.	Summer-Fall 1998	Work with RCC to resolve "unusual" situations
Conduct 100 percent field check	Jan.-May 1999	
Feedback materials to participants of remaining questions.	March-Aug. 1999	Review feedback materials and work with RCC to reconcile any questions
Appeal Process	April 1999-Jan. 2000	Opportunity to formally appeal a Census Bureau address decision to an OMB-designated agency

Note: The above schedule is current at the time this document went to print. Your Census Bureau contacts in the RCC will provide revised information if there are changes.

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